



RIVERWOOD COMMITTEE STRUCTURE

Each committee should have a board member as its chairperson to streamline delegating. Each committee should also have a secretary to take notes. These notes are NOT minutes but should be approved and shared with the board in a timely fashion.

• Architectural Review Committee -ARC

- 1-3 additional members
- In partnership with Wright Management, evaluates and responds to all architecture change requests submitted by homeowners per the HOA bylaws
- Where non-compliance occurs, recommend a course of action to the board in partnership with CCR/ Compliance Committee, including fines and/or legal recourse if necessary

• Special Projects Committee

- 1-3 additional members
- Familiarize selves with CCRs to help answer questions and address concerns
- Works closely with Wright Management to address CCR and/or ARC violation processes, enforcement, and concerns as needed
- Reaches out to neighbors to help meet the needs that may be leading to non-compliance. Take the neighborly approach, rather than a litigious one, to non-compliance whenever possible.
- Handles recommendations to the board on items to be escalated for fines and/or legal action, only as necessary.
- Prepare and spearhead a campaign to change the CCR approval threshold from 75% to 50% of homeowners, at the time agreed upon by the board.

- **Common Space / Hardscape Committee**

- 1-3 additional members
- Ensures the overall beauty, safety, and maintenance of all landscapes and associated assets within the “common spaces” of the HOA
- Coordinates with the Ambassador and city and county officials regarding the maintenance of roads, streetlights, and other government responsibilities
- Works closely with the Echo and other vendors on landscape activities to ensure compliance and maintenance of common spaces
- Works closely with the treasurer and finance committee to identify additional short-term and long-term maintenance activities to be funded from the annual maintenance expense budget
- Work with the city and EPA on the canal structure and maintenance
- Will manage the design and building of bridges, boat ramps, gazebos, signs, paths, and new structures such as fountains and a boat slip

- **Communications and Public Relations Committee**

- 1-3 additional members
- Responsible for facilitating coordinated communications from and across the board, HOA, and management company to homeowners, with a focus on keeping the community “in the loop”
- Works closely with the website vendor and manages the contract and activities of the website vendor, which includes the Riverwood901 website, the monthly ‘Riverwood Newsletter’, and other communications that may come up from time to time, (e.g., food truck events, annual meeting, surveys, etc.)
- Facilitates communication via Facebook and Instagram accounts supported by the website vendor on behalf of Riverwood
- Works closely with the board secretary and Wright Management to ensure alignment of communications and associated activities

- **Events, Decorations, and Welcome Committee**

- 1-3 additional members
- Coordinates “welcome to the neighborhood” for new neighbors, to include information about:
 - Beautification Awards*
 - Common areas and amenities
 - Group activities and ways to get involved
 - CCR and ARC guidelines

- Organize food truck days and other community events
- Oversees the installation and removal of holiday decorations at entrances and in common areas and works with the treasurer and finance committee if any additional decorations should be purchased.
- Selects neighborhood homes to receive the quarterly 'Beautification Award' based on maintenance and vibrancy of their yards/homes in the season

- **Finance Committee**

- 1-3 additional members
- Assist the treasurer in oversight of all financials
- Coordinate with the board and other committees on recommendations regarding purchases and expenses
- Oversee the financial aspects of vendor contracts, and make recommendations to the Board as needed
- Coordinate annual financial audit by an independent third party
- Manage financial records, and ensure the accuracy of all financial information that is shared with the community

- **Safety & Ambassador**

- Ambassador Liaison – Deressa Walls
- 1-3 additional members including Thomas Bolling
- Oversee safety service provided by Ambassador
- In partnership with Ambassador, keep an eye out for structural- and maintenance-related safety concerns in our streets and common areas (potholes, streetlights out, damage to walking paths and bridges, etc.)
- Coordinate with appropriate offices and groups (Ambassador, maintenance and common Space committee, city/county government, police, etc.) to address safety concerns, and make recommendations to the board regarding such concerns
- Organize relevant safety information and crime data to post on the website, and ensure the accuracy of this information
- Organize and coordinate neighborhood watch groups
- In partnership with the treasurer and finance committee, research and make recommendations regarding better safety efforts, agreed upon by the board

*** Beautification Award: Susan & Millie**

To streamline the process, the Beautification Award should be handled by 1 or 2 members of the Community Events and Welcome Committee.

They should take recommendations/nominations from neighbors, but also actively be on the lookout for neighbors working on improving and enhancing their yards.

These committee members should take a selection of yards from the nominations and their own observations before the committee or the board for a vote (If this vote is done by the board, it should be done during the part of the meeting which is reserved for talking about individuals and therefore is not open to the public). A vote will be the fairest way to handle the award, so there can be no accusations of "playing favorites."